

GOVERNANCE BYLAWS

Electronic Government Oversight Committee

1. Committee Established

There is established an Electronic Government Oversight Committee (hereinafter the "Committee") which shall have the responsibilities set forth in these Bylaws.

2. Scope of Responsibility

2.1 The charge of the Committee is to assist the State Budget and Control Board, Division of the State Chief Information Officer, in determining how the State of South Carolina may best use the State's Web Portal, and associated technology, to deliver cost effective services desired by citizens, businesses, and government organizations, while maximizing constituent participation in the governmental process. The Committee shall also review and approve all material issues relating to oversight of the State's Web Portal. This will include, but not be limited to:

- a. Review and approval of development/implementation priorities;
- b. Review and approval of application architecture and applications delivered as no-cost deliverables;
- b. Review and approval of all charges to portal users;
- c. Review and approval of service level agreements and statements of work negotiated by government agencies with the portal manager;
- d. Review of annual operating reports, customer satisfaction surveys, and performance measures of the portal; and
- e. Approval of all strategic policies governing the portal.

2.2 The Committee shall consider three guiding priorities by which projects are undertaken by the portal manager. These priorities are established to assist the Committee and the portal manager in making decisions, establishing project priorities, and confirming the vision set for electronic government for the State of South Carolina:

- a. Developing interactive Web services of broad public use and importance;
- b. Assisting government entities in need; and
- c. Developing eCommerce applications that will sustain and grow the portal.

3. Rules and Procedures

The Committee shall follow Robert's Rules of Order in conducting meetings and making decisions, except as otherwise prescribed herein.

4. Membership and Representation

- 4.1 The Committee shall consist of eleven voting members as follows:
- a. The State Chief Information Officer, or his/her designee from the Division of the State CIO, who serves as Chair;
 - b. Five (5) Representatives of state government agencies, recommended by the Division of the State CIO and appointed by the governor;
 - c. A nominee of the South Carolina Municipal Association, appointed by the governor;
 - d. A nominee of the South Carolina Association of Counties, appointed by the governor;
 - e. Three (3) members to be selected by the governor from each of the associations listed below:
 - 1. South Carolina Banker's Association
 - 2. Independent Insurance Agents and Brokers of South Carolina
 - 3. South Carolina Bar Association

- 4.2 If a member becomes unable to serve on the committee, he or she will submit a letter of resignation to the Governor and a copy to the Division of the State CIO. The Governor may remove any Committee member for cause. Any member who does not attend three consecutive meetings shall be considered unable to participate and that member's position on the Committee shall become open for new appointment.

In the event that a Committee member has missed three consecutive meetings due to situations outside of their control and have expressed a desire to continue participating on the Committee, the Committee may grant a waiver to that Committee member excusing one absence. This must be approved by a majority vote of the Committee.

- 4.3 The Division of the State CIO shall maintain a current directory and contact information for all Committee members.

5. Term

- 5.1 The length of the term that each representative shall serve on the Committee is two years. To promote continuity, and for the initial term only, several members shall be appointed for a three-year term, as determined by the Office of the Governor.
- 5.2 The State Chief Information Officer, or his/her designee from the Division of the State CIO, shall be a permanent member of the Committee.

- 5.3 At the expiration of their terms, members of the Committee may be re-appointed to serve one additional term.

6. Chair

The State Chief Information Officer, or his/her designee from the Division of the State CIO, shall serve as the Chairperson of the Committee.

7. Quorum

A majority of the members of the Committee must be present to constitute a quorum. A quorum is required for approval of any decision by the Committee.

8. Voting Rights

Only authorized members, as set forth above, shall be entitled to vote on actions taken by the Committee.

9. Meetings

- 9.1 The Chairperson shall schedule regular meetings of the Committee and shall preside at all meetings of the Committee.
- 9.2 Regular meetings of the Committee shall be held at a time and place selected by the Chairperson.
- 9.3 If the Chairperson is unable to attend, the Chairperson's designee shall preside at the meeting of the Committee.
- 9.4 The Chairperson shall call special meetings of the Committee whenever meetings are considered necessary, or whenever requested in writing by at least three Committee members.
- 9.5 The Chairperson is responsible for sending a notice of each meeting (accompanied by an agenda for that meeting) to each Committee member giving adequate time for preparation for the meeting.

10. Orientation Process

The Division of the State CIO shall establish orientation processes for new members of the Committee.

11. Communications

The Committee recognizes communications with the State's leadership and agency and governmental personnel as a key responsibility necessary to the effective operations and management of the State's Web Portal. Toward this end, the Division of the State CIO will maintain on its Web site a link for the

posting of deliberations and decisions made by the Committee, notice of committee meetings, and other pertinent information.

12. Standing and Special Committees

The Chairperson may designate and organize Standing or Special Committees of members as necessary to assist the Committee in carrying out its duties.

13. Reporting Procedures

The portal manager shall perform the duties of Secretary of the Committee and shall keep minutes of all meetings of the Committee. These minutes will advise recipients of any actions taken by these Committees. All supporting documentation for such actions, unless it imposes a security risk, will generally be made public if requested.

14. Amendments

Provided there is fourteen (14) calendar days advance notice these by-laws may be amended at any duly called meeting of the Committee by a majority vote of the members present.